

# CAREER NEWSFLASH



## MMEA-64

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### Counseling Team

- MSgt Baker  
Head, Career  
Counseling Unit
- GySgt Lund  
Chief Career  
Counselor
- GySgt Horn  
Career Counselor
- GySgt Covino  
Career Counselor
- GySgt Fuller  
Career Counselor
- Cpl Vogel  
Admin Clerk



**Victory belongs to  
the most persevering.**

## THE NEW FITNESS REPORTS AND PROMOTION UPDATE - THE REVIEWING OFFICER PROFILE

Effective this Fall (2001), Selection Boards will see a Reviewing Officer Profile included on the new Master Brief Sheet. This will be an extract from the Comparative Assessment on Page-5 of the new Fitness Reports.

MMSB is presently finalizing this process. This is a very significant change and will have a big impact on all promotions. **The Reviewing Officer Profile will provide an additional quantitative measure of a Marine's potential for use by selection boards.**

Marines should understand the marking philosophy as written in Section-K/4 on Page-5 of the new reports which states in a nutshell, grading the 'Marine's Potential' against 'All Marines (ever observed both past and present) of the same grade, whose professional abilities are known to the Reviewing Officer personally'.

The Performance Evaluation System states that Reviewing Officers should consider all the



1stSgt Moyes during a Career Brief a short while ago, he has recently transferred to MCRD San Diego as a 1stSgt with 3rd Battalion.

MRO's attributes, weigh the MRO's performance as an indicator of future potential for service at more senior positions and mark an "X" in the appropriate block indicating the comparative assessment of the MRO (PES 4014/c/3).

### First Edition

This is the first edition of a quarterly newsletter that we hope will serve in being another medium of communication. We will try to address current and pressing issues that pertain to enlisted careers and promotion. Please forward all comments and suggestions to GySgt Lund at [lunda@manpower.usmc.mil](mailto:lunda@manpower.usmc.mil)

## BILLET ACCOMPLISHMENTS

Billet Accomplishments should highlight all the MRO's significant primary, additional and special duties. Refer to the sample in Appendix-E of the PES, you will notice quantifiable measures of achievement, avoid qualitiveness and adjectives, bulletize the actual accomplishments of the MRO during the period in that billet. Never presume that Selection Board members know all the acronyms specific to a MOS. Use the MRO worksheet to record and submit all your accomplishments

during the period. If in doubt, spell it out.

If you read the last example in the Appendix-E, you will notice bullets addressing leadership accomplishments. This is how

Reporting Seniors capture a Marine's leadership further.

It is not an intent to inflate reports, but if our Marines are doing more, to ensure accurate reporting in accordance with MCO P1610.7E.



Use the MRO Worksheet to submit your Billet Accomplishments to reporting officials.

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## THE MRO WORKSHEET APPENDIX-D, PERFORMANCE EVALUATION SYSTEM

The MRO worksheet on Page-2 of Appendix-D is a tool for use by the RS and MRO in developing the MRO's billet description and documenting his or her accomplishments during the reporting period. **The CMC directs the use of this form.**

Intent of the MRO Worksheet:

1. A tool to assist the RS and MRO in establishing a clear understanding of the RS's expectations.
2. A means for the MRO to provide his or her RS a summary of major billet related accomplishments during the reporting period, PME accomplishments, awards, and other significant actions of which the RS may not be aware.
3. A tool for periodic counseling sessions to review billet descriptions, establish new goals, and develop performance.

The RS and MRO must meet at the beginning of the reporting relationship (within the first 15 days) to establish and formalize the MRO's billet description.

Additionally, they must meet and review the MRO's billet description at the beginning of each new reporting period. At the end of the reporting period, the MRO should provide the RS a summary of accomplishments highlighting significant achievements, efforts and/or events, PME accomplishments, awards and other commendatory correspondence, and other activities (to include community involvement) believed significant by the MRO.

Once the RS receives the summary of accomplishments from the MRO, the RS should assess the input and reflect the information on the MRO's fitness report as deemed appropriate.

*The RS and MRO must meet at the beginning of the reporting relationship (within the first 15 days) to establish and formalize the MRO's billet description.*

## EXCERPTS FROM THE MARINE CORPS COUNSELING ORDER (MCO 1610.12)

Counseling is that part of leadership which ensures, by mutual understanding, that the efforts of leaders and their Marines are continuously directed toward increased unit readiness and effective individual performance. There are as many counseling techniques and as many leadership styles as there are Marine leaders. The Marine Corps Counseling Program is not intended to encroach on individual leadership styles, rather it is to complement them to the benefit of the Marine Corps leaders and especially their junior Marines. With education and experience, all Marine leaders can use counseling skills and techniques within the context of their own leadership style.

The Initial Counseling Session should not be confused with the standard "welcome aboard" briefing. It shall take place approximately 30 days after a Marine checks into a new unit or when there is a change of immediate supervisor. This period should provide a mutual understanding of goals, tasks, responsibilities, and expected standards of performance and help to ensure a clear communication between the senior and junior.

The first follow-on session should take place approximately 90 days later. This period will enable both the senior and junior to review the latter's progress and determine whether the Marine's efforts are on track.

Subsequent follow-on sessions shall occur at a minimum of every 6 months, or more frequently if the need exists. These required sessions

*shall not replace daily coaching and event-related counseling, which are equally vital actions of counseling and are characteristic of an effective leader.*

The counseling program will achieve the following:

1. Maintain counseling as an integral and continuous part of traditional Marine leadership.
2. Develop counseling skills through a continuing



**GySgt Horn, a Career Counselor, in a counseling session with Sgt Ballenger.**

- education program that teaches the importance of daily coaching and provides the tools to conduct effective counseling.
3. Increase individual performance and productivity through counseling and thereby increase unit readiness and effectiveness.
4. Enhance the leader's ability to improve the junior's performance. Create the ethic of effective counseling in a climate of solid leadership and provide a system to enhance that ethic. By so doing, the program will ensure that the leadership goals captured in General Lejeune's words become reality.

*"...The relation between officer and enlisted men should in no sense be that of superior and inferior nor that of master and servant, but rather that of teacher and scholar. In fact, it should partake of the nature of the relation between father and son,...."*

*—General Lejeune*



## MMEA-64

### Enlisted Career Counseling Unit (MMEA-64)

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#### WE ARE ON THE WEB, GO TO...

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THEN TO THE  
CAREER LINK  
THEN TO  
ENLISTED CAREER  
COUNSELING

#### NEXT ISSUE

- CHANGES TO THE PES
- PREPARING FOR SELECTION BOARDS
- OMPF
- DIGITAL PHOTOGRAPHS

## MAKING IT WORK TOGETHER IMPROVING COMPETITIVENESS

The Selection Board evaluates your overall competitiveness from your official record as compared to your peers for the allocations in your MOS in that calendar year. It is critical to realize that this is a competitive process and limited allocations may cause well qualified Marines to fail selection when competing with Marines that have more competitive records. Marines should always work towards improving their performance in all areas of their record.

1. **TRAINING:** Have a competitive PFT, always seek to do more than the required PME and ensure that you have competitive Range scores for the current period in your record. This is reflected in MCTFS and on your reports.
2. **PERFORMANCE:** Always seek counseling from your Reporting Senior to find ways to improve performance and show competitiveness, both in primary and collateral duties. Use the MRO Worksheet as mentioned earlier in this issue

both as a counseling tool as well as a means to submit all your accomplishments for the period. Your overall accomplishments reflect primarily in your billet accomplishments and may also provide a basis for the evaluation of letter grades in performance and potential in page-2 of your fitrep.

3. **LEADERSHIP:** This is a critical factor and as we move through the ranks, you should show your ability and potential as a leader of Marines and a force multiplier. Leadership accomplishments can reflect as part of your billet accomplishments as indicated in App-E of the PES as well as provide a basis for the evaluation of letter grades on page-3 of your fitrep.
4. **POTENTIAL:** This shows your future worth to the Marine Corps and is a necessary part of the overall competitive equation. This is based on your accomplishments, overall performance and promotion recommendations made by the RS/RO in their remarks on page-5 of your fitrep. The comparative assessment is also a key player as it reflects very clearly your potential as compared to Marines of the same grade that the RO has ever observed.

The Bottom line is that there are some ways that you impact your record directly such as in the areas of training, but you must always seek counseling by your Reporting Senior and Reviewing Officer to find ways to improve performance, your evaluations and thereby your overall record.

### Improving Competitiveness

